



## THE GEORGIA ARCHIVES

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### Records and Information Management Services

#### State Agency Specific Schedules For Georgia Technology Authority

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Agency Requested Summary or Extracted Data File	Summary or aggregate data from a master file or database, including "snapshot" of data, created solely to distribute data to requesting entity for their reference and use	Retain for useful life (i.e. destroy after distribution of data to customer)		Transitory		0980-020

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Agency Submitted Information Technology Planning Records	Records (agency plans submitted to GTA, including data processing services plans, strategic plans, and related records) concerning planning for information systems development, technology acquisitions, data processing services, or related areas	2 years after such record is superseded or obsolete		Temporary - Short Term		0980-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Application or System Development Project Files	Records concerning the development, redesign, or modification of an automated system or application, including project management records, status reports, system or subsystem specifications, user requirements, and any memos or correspondence	2 years after completion of project and when useful life of records to GTA ends		Temporary - Short Term		0980-006
Cancelled Procurement and Competitive Selection Records	Records documenting bids, quotes, or proposals by vendors to supply products or services to an agency	30 calendar days		Temporary - Short Term		0980-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Computer Run Scheduling Records	Records concerning the scheduling of computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run	Retain for useful life		Transitory		0980-014
Data Documentation Records	Records (sometimes known as metadata) concerning the development and/or modification of and the access, retrieval, manipulation, and interpretation of data in an automated system	2 years after discontinuance of system or application and after system's or application's data have been destroyed or transferred to another structure or format		Temporary - Short Term		0980-008

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Data Processing Unit Copies of Customer Output Reports	Data processing unit's copy of output reports, produced for a GTA customer	Retain for useful life (i.e. destroy after distribution of data to customer)		Transitory		0980-019
Data/Database Dictionary Files	Records concerning the management of data in an agency's information systems and that explain the meaning, purpose, logical relationships, ownership, use, or origin of data	3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format; agency owners of data have responsibility for their individual data		Temporary - Short Term		0980-021

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Data/Database Dictionary Reports Files	Periodic printouts from a data/database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes	Retain for useful life		Transitory		0980-022
Database or System Audit File	Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle	Retain for useful life		Transitory		0980-018
Disaster Preparedness and Recovery Planning Records	Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster	Retain for useful life		Transitory		0980-034

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Electronic Mail (E-mail)	A message or messages (which may have data file attachments) sent or received through an application or system designed for sending and receiving messages electronically over a computer network	Content of individual e-mail determines retention period; see state common schedules		Various		0980-028
Employee Internet Use Log Records	Electronic files or automated logs (including proxy server logs) created to monitor and control use of the Internet by GTA employees	1 year		Temporary - Short Term		0980-030
Finding Aids (Indexes)/Tracking System Files	Electronic indexes, lists, registers, and other finding aids providing access to records in paper and electronic format in the custody of the data processing unit	Retain for useful life		Transitory		0980-025

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Hardware and Software Review Records	Records concerning the review of hardware and software for GTA or other state use; includes vendor information, manuals, reviews, and other related records	Retain for useful life		Transitory		0980-002
Help Desk Log and Report Records	Records concerning requests for technical assistance and responses to these requests as well as the collection of information on the use of computer equipment for program delivery, security, or other purposes	2 years		Temporary - Short Term		0980-027



Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Information Security Assessments	Records including test results, logs, and reports that detail or summarize vulnerabilities to systems	2 years from completion of assessment		Temporary - Short Term		0980-032
Information Security Incident File Records	Records concerning investigated incidents involving unauthorized attempted entry, probes and/or attacks on electronic data processing systems, information technology systems, telecommunications networks, and electronic security systems	1 year		Temporary - Short Term		0980-033

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Input Document Records	Forms and other related records used solely for data input and control when GTA provides any type of data input services; original records are retained by owner agency	Retain for useful life		Transitory		0980-015
Intrusion Detection System Log Files	Routine files and logs generated by intrusion detection systems	Retain for useful life		Transitory		0980-031
Local Area Network Usage Records	Electronic files or automated logs created to monitor local area network usage; includes log-in files, system usage files, summary reports, and other related records created to document computer usage for reporting or other purposes	Retain for useful life		Transitory		0980-029

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
PeopleSoft Financial System Data Archive Records	Summary or aggregate data from a master file or database, including "snapshot" of data, created solely to free up capacity or otherwise remove older data from the master file or database; data is not altered or augmented to support program specific needs	3 years; agency owners of data have retention responsibility for their individual data; this retention applies only to GTA Financial Systems as the system operator		Temporary - Short Term		0980-023

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
PeopleSoft HRMS Data Archive Records	Summary or aggregate data from a master file or database, including "snapshot" of data, created solely to free up capacity or otherwise remove older data from the master file or database; data is not altered or augmented to support program specific needs	3 years; agency owners of data have retention responsibility for their individual data; this retention applies only to GTA Financial Systems as the system operator		Temporary - Short Term		0980-024

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Print File	Source output data extracted from the system to produce hard copy publications, printouts of tabulations, ledgers, registers, reports, and similar records for purposes internal to IT operations and for application users in client program units	Retain for useful life (i.e. until any applicable GTA verification and quality control procedures are completed); print files needed for fiscal audits or retained to document transactions should be separately scheduled by the responsible program unit		Transitory		0980-017

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Quality Assurance Files	Records concerning the adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations, and deadlines; includes reviews and assessments	2 years after replacement or obsolescence or associated application or system		Temporary - Short Term		0980-012
Source Code Files	Automated program code that generates the machine-language instructions used to operate an automated information system	2 years after associated source code is superseded or obsolete		Temporary - Short Term		0980-009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Summary Computer Usage Reports File	Summary reports and other records documenting computer usage for reporting or cost recovery purposes	Retain for useful life		Transitory		0980-013
System Backup Files	Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	Destroy in accordance with responsible business unit's established written regular backup plan and procedures; if there is no written plan, retain for 12 months from creation		Temporary - Short Term		0980-026

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Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
System Documentation Records	User and operational documentation describing how an application system operates from a functional user and data processing point of view; includes records concerning data entry, manipulation, output and retrieval, and other records	2 years after discontinuance of system and after all data has been destroyed or transferred to another operating environment or other retrievable storage format		Temporary - Short Term		0980-007
Technical Program Documentation Records	Records concerning program code, program flowcharts, program maintenance logs, system change notices, and other records that document modifications to computer programs	1 year after program in superseded or obsolete		Temporary - Short Term		0980-010

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Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Test Data and Files	Records concerning benchmark data sets or test databases, test results constructed or used to test or develop a system, and other related documentation	Retain for useful life		Transitory		0980-011
Unselected Bid or Proposal Records	Records documenting bids, quotes, or proposals by vendors to supply products or services to an agency that are not selected for award	180 calendar days after end of procurement or protest period, whichever is later		Temporary - Short Term		0980-003
User Chargebacks for Data Processing Services	Records used to document, calculate costs, and bill program entities for computer usage and data processing services	3 years (for all records not covered under Accounting retention schedule)		Temporary - Short Term		0980-005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Work/Intermediate Data File	Records used to facilitate the processing of a specific job/run or to process data within an automated system	Retain for useful life		Transitory		0980-016

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